

Job Title: TECHNICAL MANAGER II - GRAPHIC DESIGNER IPR#46533

Agency : Department of Transportation

Closing Date/Time: 05/05/2023

Salary: \$4,190 - \$7,315 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position **MUST** apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors** employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Graphic Designer.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is responsible for assisting in the development of high-quality visuals for public and employee consumption through the department's internal and external communications channels.

Publications: At least 12 - 15 annually

Video graphics: +/- 3 annually

Web graphics: +/- 5 annually

Print graphics: +/- 10 annually

This position reports to the Bureau Chief of Communication Services. There are no subordinates reporting to

this position.

This position is responsible for producing a variety of high-quality, creative, professional graphic images, and illustrations for use in publications, websites, video, and social media in a fast-paced, deadline-driven work environment using the Adobe Creative Suite; and designing internal and external publications (newsletters, brochures, posters, other agency documents).

Typical problems of this position include navigating client expectations of creative work, accepting feedback of creative work, and meeting tight deadlines. A challenge will be translating technical information into easy-to-comprehend content for a mass audience.

The incumbent creates dynamic visual designs for use on digital platforms and in print applications to meet the needs of the agency using software including, but not limited to, Adobe Creative Suite, stock image galleries, and other related applications. The incumbent provides design and illustration assistance to agency staff for educational, informational, and organizational purposes; consults with agency staff on design objectives to deliver desired results; maintains and protects the integrity of the Illinois Department of Transportation (IDOT) logo and brand; and translates technical information into easy-to-understand images with high visual impact. This includes collaborating with editors, writers, engineering and planning staff, executives, print shop personnel, and other agency employees. The incumbent works with various departmental office staff to ensure that content is factually accurate and based on careful and complete analysis. The incumbent prepares report layout and content development for visual use, and identifies gaps in collateral to create new ways to help convey important internal and external campaigns.

(Job Responsibilities continued)

The incumbent's duties are performed at the direction of the Bureau Chief of Communication Services and the departmental office for which content is being developed. The incumbent is given general latitude to accomplish responsibilities and refers matters of a non-routine or sensitive nature to the Bureau Chief of Communication Services for resolution. The incumbent is constrained by applicable departmental, state, and/or federal policies, procedures, and guidelines.

Internally, the incumbent has contact with stakeholders, central and district office staff including, but not limited to, the Print Shop and Bureaus of Communication Services, Personnel Management, and Safety Programs and Engineering staff. The incumbent has limited contact with external stakeholders. Occasional statewide travel with overnight stays is required.

The effectiveness of this position is measured by the quality of the incumbent's visual communications content, ability to meet deadlines, and accuracy of content.

Principal Accountabilities

1. Designs and paginates publications, newsletters, brochures, posters, and other printed pieces for internal communication.
2. Develops infographics and other informative visual communication content for print and digital platforms including social media, web, and intranet sites.
3. Creates program logos as warranted.
4. Collaborates with departmental staff to meet communication needs through development and application of visual content.
5. Effectively translates complicated industry information and business processes into easy-to-understand visual content that resonates with both internal and external audiences.
6. Adheres to brand identity standards.
7. Responds to feedback by making the appropriate adjustments.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience

- Completion of a bachelor's degree in fine arts, visual arts, visual communication, graphic communication, or graphic design; OR
- Completion of two years of college PLUS one year of experience using Adobe Creative Suite including Photoshop, Illustrator, Dreamweaver, InDesign, Premier, or After Effects in a professional setting, or a combination thereof; OR
- Five years of experience using Adobe Creative Suite including Photoshop, Illustrator, Dreamweaver, InDesign, Premier, or After Effects in a professional setting, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Ability to design newsletters; develop graphic images for reports, websites, social media, and video; create logos; prepare art files for print; develop infographics
- Ability to work with colleagues to translate ideas into high-quality graphic expressions
- Ability to translate transportation topics, policy, and business information into visually appealing, effective messaging
- Strong computer skills using Microsoft Office products including Word, Outlook, PowerPoint, SharePoint, and Excel
- Effective oral and written communication skills
- Detail oriented and well organized with the ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials, and the public

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Office: Office of Communications/Bureau of Communication Services

Job Family: Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com